

41

CONFIDENTIAL

7 May 1973

MEMORANDUM FOR: Director of Training  
THROUGH : Chief, Support School  
SUBJECT : Course Report - Management and  
Services Review: Trends and  
Highlights No. 41 (5-73)

25X1A

1. The forty-first running of the Management and Services Review: Trends and Highlights was conducted at [REDACTED] 23-27 April 1973. Fifty-three students attended: 41 men and 12 women; three of the students were black. There were eleven CT's in the class. The Course Schedule, Student Roster and Student Critiques are Attachments A, B and C respectively.

25X1A

2. The critiques reflect no new ideas or suggestions but were generally favorable. This was a most responsive group that kept every speaker up to and beyond his allotted time with meaningful, interesting and relevant questions.

25X1A

3. The Support Services Staff presentation will be deleted from future runnings. This information was given to me by the Chief of that Staff, Mr. [REDACTED] who said Mr. Harold L. Brownman agreed to this.

4. It seems that more and more people voice objections to the film "Need-to-Know" because they have seen it before. I hope to drop the film from future runnings because of this and, more important, because the film is out-dated.

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5. The Records Center working hours were changed and that facility now closes at 1630 rather than 1700 hours. Therefore, the tour of the Records Center will be moved to a different time. This change, plus those mentioned in paragraph 3 and 4 above, enabled me to give much needed extra time to OTR, SSA/M&S and the SIPS Task Force.

6. All speakers attended as scheduled except:

25X1A  
25X1A

[REDACTED] for John F. Blake

Robert S. Wattles for Harold L. Brownman

[REDACTED]

Course Administrator

25X1A

Attachments:

- A. Course Schedule
- B. Student Roster
- C. Course Critique

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A

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MANAGEMENT AND SERVICES REVIEW

TRENDS AND HIGHLIGHTS

Course No. 5-73

(Forty-First Running)

23 - 27 April 1973

25X1A

Seminar Room, Administration Building  
[REDACTED]

OFFICE OF TRAINING

Course Administrator: [REDACTED]

Training Assistant: [REDACTED]

25X1A

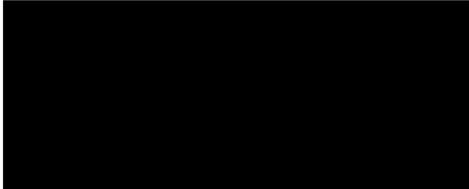
Office: Room 205, Chamber of Commerce Building, Ext. 3567

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Monday, 23 April 1973

1000-1040	Welcome, Administration and Security		25X1A
		Course Administrator, Office of Training	
1050-1150	CIA and National Security		25X1A
		Briefing Officer, School of Intelligence and World Affairs, Office of Training	
1150-1300	Lunch		
1300-1350	Office of Training: Trends and Highlights		25X1A
		Deputy Director of Training	
1400-1450	The Role of the Special Support Assistant to the Deputy Director for Management & Services		25X1A
		Special Support Assistant to the Deputy Director for Management & Services	
1500-1550	Agency Records Management		25X1A
		Records Management Training Officer, OTR	
1600-1650	Tour of Records Center		25X1A
		Chief, Agency Archives and 	25X1A
		Chief, Agency Records Center	

SOCIAL HOUR & DINNER

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Tuesday, 24 April 1973

0830-0945	Office of Finance: Trends and Highlights	<u>Thomas B. Yale</u> Director of Finance	
1000-1045	Introduction to Logistics	<u>John F. Blake</u> Director of Logistics	
1100-1200	Agency Depot System & Materiel Support to Overseas Operations	[REDACTED] Deputy Chief, Supply Division, OL	25X1A
1200-1310	Lunch and Exhibit	Exhibit: [REDACTED]	25X1A
1310-1350	Headquarters Logistics Support Problems	[REDACTED] Chief, Logistics Services Division, OL	25X1A
1400-1440	Procurement & Contract- ing for Materiel & Services	[REDACTED] Deputy Chief, Procurement Division, OL	25X1A
1450-1530	Support Rendered by Real Estate & Construction Facilities	[REDACTED] Deputy Chief, Real Estate & Construction Division, OL	25X1A
1540-1640	Support Rendered by the Printing Services Facilities	[REDACTED] Chief, Printing Services Division, OL	25X1A
1645-1700	Logistics Wrap-Up	<u>John F. Blake</u>	

SOCIAL HOUR & DINNER

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Wednesday, 25 April 1973

25X1A

0815-0830

[REDACTED]

0845-1015

Office of Communications:  
Trends and Highlights

[REDACTED]  
Deputy Director of  
Communications

25X1A

25X1A

1030-1200

Communications Training

[REDACTED]  
Office of Communications

25X1A

1200-1245

Lunch [REDACTED]

1245-1430

Tour - Covert  
Communications  
Laboratory

[REDACTED]  
Chief, Covert  
Communications  
Laboratory, Office  
of Communications

25X1A

25X1A

1430-1445

[REDACTED]

1510-1600

Potpourri

[REDACTED]  
Chief, Clinical Division  
Office of Medical Services

25X1A

1610-1700

Office of Medical Services:  
Trends and Highlights

[REDACTED]  
Deputy Director, Office  
of Medical Services

25X1A

SOCIAL HOUR & DINNER

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Thursday, 26 April 1973

0845-1215	Security Trends & Highlights An overview of current security missions and functions with emphasis upon new developments in the security field.	<u>Howard Osborn</u> Director of Security and Office of Security Representatives	
1215-1330	Lunch		
1330-1440	Personnel Benefits and Services	 Chief, Benefits and Services Division, Office of Personnel	25X1A
1450-1550	The Agency Retirement Program and Retirement Services	 Chief, Retirement Affairs Division, Office of Personnel	25X1A
1600-1700	Office of Personnel: Trends and Highlights	 Deputy Director of Personnel	25X1A

SOCIAL HOUR & DINNER

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Friday, 27 April 1973

0830-0915	Support Services Staff Program Responsibilities	[REDACTED] Deputy Chief, Support Services Staff	25X1A
0930-1100	Support Information Processing Systems	[REDACTED] Deputy Chief, Support Information Processing Systems (SIPS) Task Force	25X1A
		[REDACTED] Deputy Chief, Management Support Division, OCS	25X1A
		[REDACTED] Chief, Data Management Center Team, SIPS	25X1A
1110-1200	Microfilm Programs	[REDACTED] Acting Chief, Microfilm Programs Branch, Support Services Staff	25X1A
1200-1315	Lunch		
1315-1415	Film: Need to Know		
1430-1515	Meeting with the Deputy Director for Management and Services	<u>Harold L. Brownman</u>	
1520-1540	Final Administration	[REDACTED]	25X1A

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B

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25X1A

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**ROUTING AND RECORD SHEET**

# 41

SUBJECT: (Optional) Management and Services Review: Trends and Highlights Course Report

FROM:	EXTENSION	NO.
25X1A [REDACTED] <i>JMC</i>	3567	
205 C of C		DATE 7 May 1973

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	DC/SUS-AT	7 May 1973		<i>EW</i>	<p>"Need to Know" was not really produced for internal viewing anyway.</p>
2.					
3.	C/SUS	8 May 73		<i>CAF</i>	
4.					
5.	SA/CD 1026 C of C		5/9	<i>AM</i>	
6.	EA		10 May	<i>JH</i>	
7.	<del>DDTR</del> 1026 C of C				
8.					
9.	DTR	15 May 15		<i>AK</i>	
10.					
11.	AC/SUS 205 C of C			<i>EW</i>	
12.					
13.	Chief Instructor				
14.					
15.					